

Figure 1

20

1 - Select the object type and event(s) to act as the triggering mechanism(s) for this rule.  
Example: When a *file* is *imported*...

2 - Select the action to be performed when the rule is triggered.

5

Type	Event(s)	Action To Perform
file	Create	Send a Notification
url	Delete	Request an Approval
note	View	Execute an Action
	Import	Send a Questionnaire
	Export	Build a Condition
	Rename	
	Edit	

200

210

220

restart next cancel

Figure 2

3 - Select the object *property* for comparison.

4 - Select the type of *comparison* that you would like to perform.

The image shows a graphical user interface for configuring a comparison. It consists of two main panels: "Property To Use For Comparison" and "Comparison Operator".

The "Property To Use For Comparison" panel has a label "IF:" on the left. To its right is a list box containing the following items: "LANGUAGE", "DESCRIPTION", "FILE\_SIZE", and "FILE\_TYPE".

The "Comparison Operator" panel is on the right and contains a list box with the following items: "=", "<>", "<", ">", "<=", ">=", "is not", "is", "contains", "does not contain", "starts with", and "ends with".

Below the panels are three buttons: "restart", "next", and "cancel".

Four labels with arrows point to specific parts of the interface:

- Label 30 points to the "IF:" label.
- Label 300 points to the list box in the "Property To Use For Comparison" panel.
- Label 310 points to the "LANGUAGE" item in the list box.
- Label 320 points to the "Comparison Operator" panel.

5

Figure 3

5 - Select the *value(s)* for the FILE.LANGUAGE comparison.

6 - Select the next action that you would like to perform for this rule.

Object	Property	Operator	Select Value(s)	Next Action To Perform:
FILE	LANGUAGE	=	English French Spanish	Send a Notification Request an Approval Execute an Action Send a Questionnaire Add (AND) Condition Add (OR) Condition

restart next cancel

5

40

400

410

420

430

440

Figure 4

9 - Select the *recipient(s)* to be notified. Recipients listed are based on existing Access Rights to the current folder. You may modify access rights or email templates below.

10 - Select the next action to be performed by this rule.

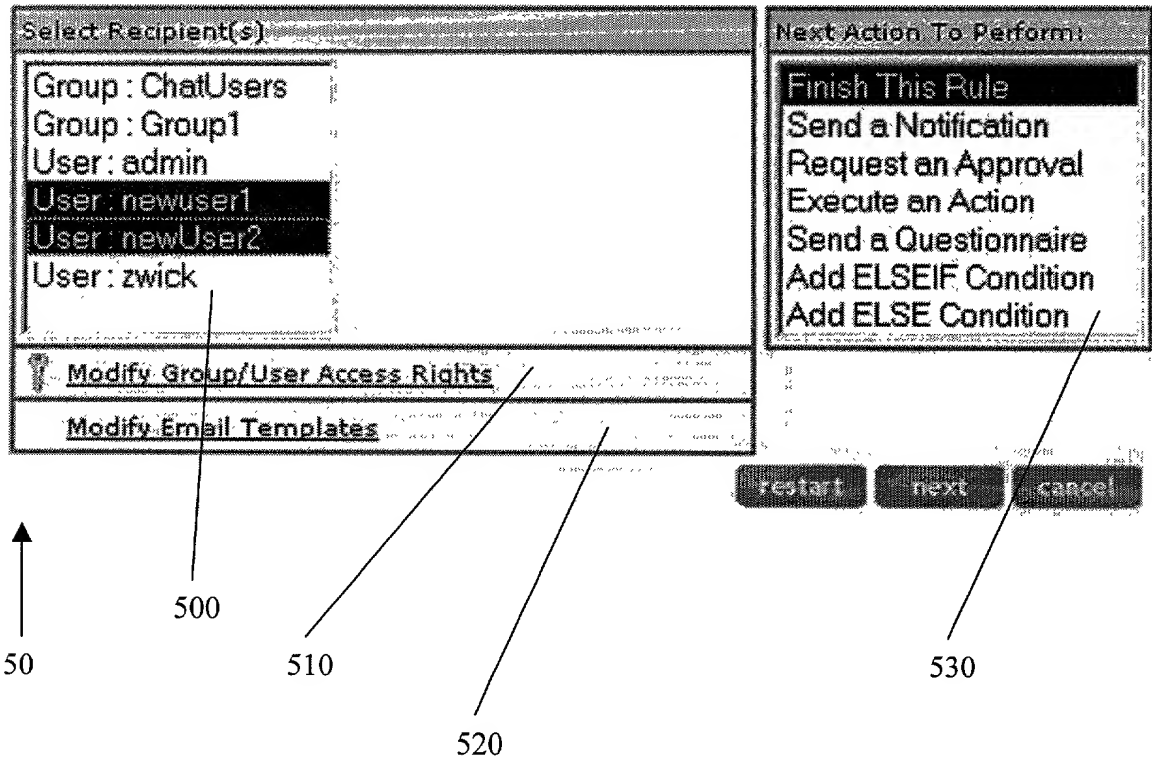


Figure 5

TOP SECRET

- 5 - Enter a name for this rule that is descriptive enough to explain what the rule does. The name you provide will appear in the tree on your left.

Enter a Name for this Rule

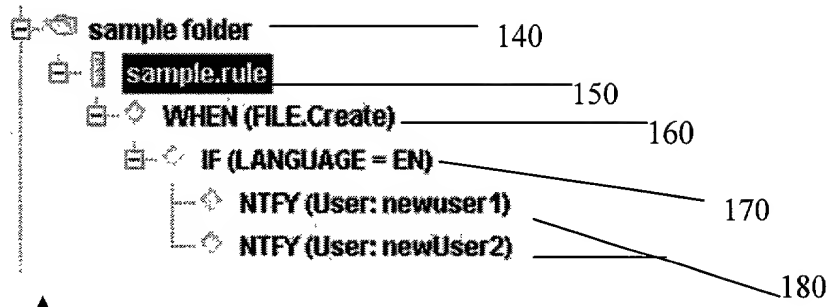
Description: (255 Chars. Max)

Keywords: (comma delimited)

restart finish cancel

← 60

Figure 6



↑  
10

Figure 7

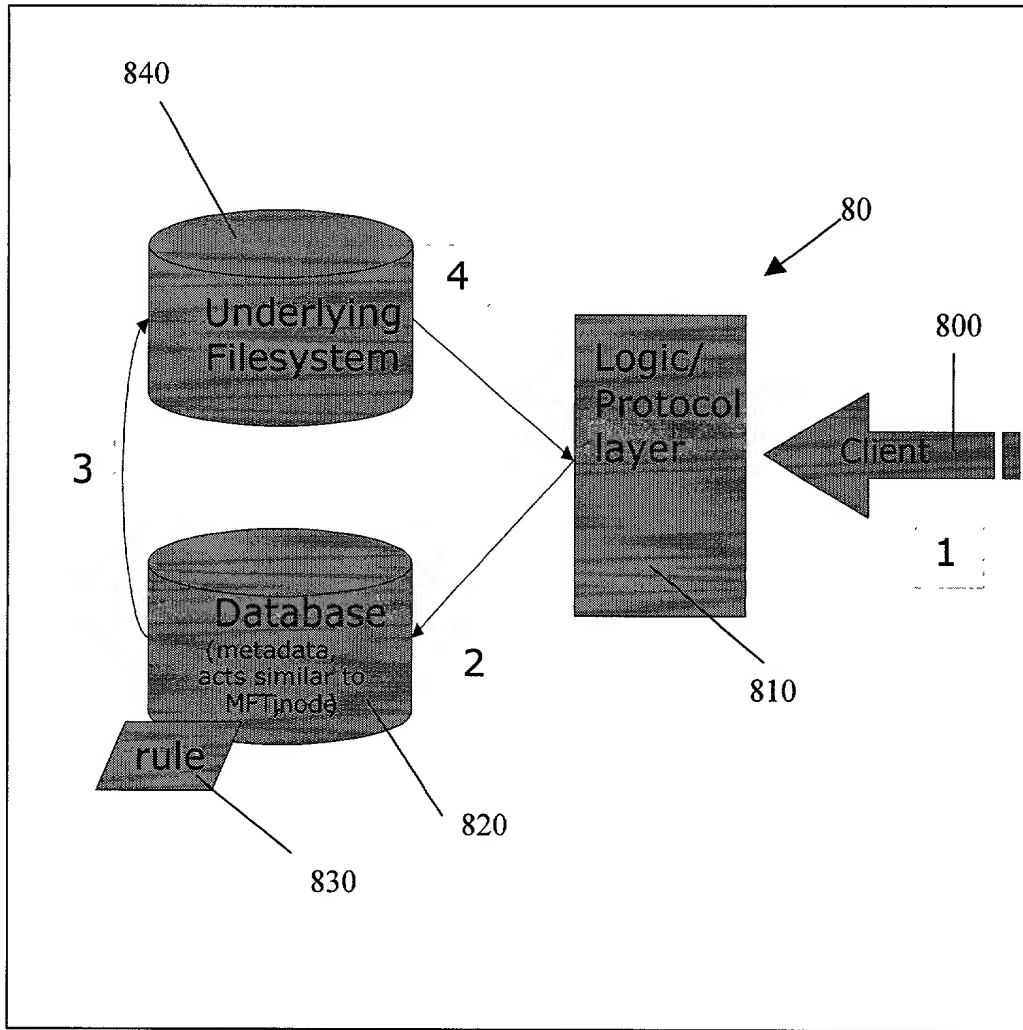


Figure 8